

MEMORANDUM

Approved For Release 2002/01/08 : CIA-RDP89-01114R000100090029-6  
THE WHITE HOUSE

STATINTL

WASHINGTON

September 27, 1966

MEMORANDUM FOR MEMBERS OF  
THE WHITE HOUSE STAFF

*Mrs. Mook*  
*How does this*  
*affect our people*  
*if at all?*  
*BKS*

Some of those serving in our Staff Offices on assignment from other Departments and Agencies have been transmitting information regarding their bi-weekly time and attendance to their respective employing agencies on a direct transmittal basis.

In the interest of orderly procedure it is requested that beginning with the current reporting period, all such reports be sent to the White House Personnel Office, Room 106, East Wing, for transmittal to the employing agencies.

To enable our Personnel Office to set up the transmittal records and to avoid delay in the reports moving to appropriate destinations, each individual involved should promptly inform our Personnel Office in writing as to the address to which the report should be sent at the end of the reporting period. With this information you should include any special instructions that will need to be observed as to the time of transmittal, reporting instructions (special form), and the number of copies required by the employing agency. It will be necessary that an extra copy of the report be furnished our Personnel Office for retention here for our record.

Any questions regarding this matter should be addressed to the White House Personnel Office, extensions 2260, 2261, and 2262 (on thru-dial code 145).

*William J. Hopkins*  
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